

Advanced Indexing Table Layouts (two) for Sample Database: ACON

N.C. Division of Archives and History

Table Name: **Contacts**
 Date Created: 6/22/95 9:57:02 PM
 Last Updated: 1/9/96 5:48:23 PM
 Notes: Native format is Microsoft Access 2.0. Data derived from table definitions.

Field Names

CID	Data Type:	Text
	Length:	Variable, 25 char. max.
	Ordinal Position:	1
	Required:	Yes
	Description:	Contact ID (unique to database)
	Notes:	Data consists of numeric code for source machine and unique address number for that machine, separated by dot.
MailLabel	Data Type:	Text
	Length:	Variable, 255 char. max.
	Ordinal Position:	2
	Required:	Yes
	Description:	Mailing label for individual or group
	Notes:	Mailing label data is parsed by application to generate initial address details
Pfx	Data Type:	Text
	Length:	Variable, 20 char. max.
	Ordinal Position:	3
	Required:	No
	Description:	Personal Title (e.g., "Ms.," "Mr. & Mrs.") (optional)
Person	Data Type:	Text
	Length:	Variable, 50 char. max.
	Ordinal Position:	4
	Required:	No
	Description:	Familiar Name (e.g. , "Buzz," "Jo Ann," "Bill and Virginia") (optional)
	Notes:	Absence of data in this field signifies an impersonal address (i.e., a company, organization, or individual known only by title).
AlphaName	Data Type:	Text
	Length:	Variable, 25 char. max.
	Ordinal Position:	5
	Required:	Yes
	Description:	Last/Group Name (e.g., "Smith," "Smith & Wesson")
Soundex	Data Type:	Text
	Length:	Variable, 10 char. max.
	Ordinal Position:	6
	Required:	No
	Description:	Soundex Code (derived from AlphaName) (optional)
	Notes:	Soundex algorithm available on request